



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 15, no. 06

GP 3.16/3-2:15/06

May 15, 1994

1994 Annual Selection Update Mailed

New Selections Must be Returned by July 1 for Implementation in 1994

The Library Programs Service sent the 1994 annual selection update to all depositories via first class mail during the week of April 18. The complete selection update package contains the following:

- a selection update printout for your library,
- one pad of "amendments of selections" post cards (GPO Form 3495), and
- the selective list of instructions (dated May 1994).

If you do not receive these materials by May 15, 1994, please contact this office by one of the following methods:

fax (202) 512-1636,
phone (202) 512-1153, or
e-mail acqclass@access.digex.net

Another package of the annual selection update cycle 1994 will be mailed to you immediately.

The annual selection update amendments must be returned to this office by **July 1, 1994** for implementation on October 1, 1994. Any new selections received after that date will not be implemented until October 1, **1995**. (Deletions are accepted at any time and will be implemented as soon as possible.)



Depository Administration Branch Chief Appointed: Haun-Mohamed

The Library Programs Service is pleased to announce that Ms. Robin L. Haun-Mohamed has been selected as Chief of the Depository Administration Branch, effective April 3, 1994. Robin joined the Library Programs Service in April of 1992 as a depository library inspector. As an inspector and a former documents librarian with the County of Los Angeles Public Library, Robin brings an awareness of the issues and major concerns of the depository libraries to the position. She is a 1981 graduate of the University of Washington in Seattle, which also awarded her the MLS degree in March, 1988.



Roadway Package System Service Representative Available

Service to Expand to 48 Additional Libraries

Roadway Package System (RPS) has been the primary carrier for the Library Programs Service (LPS) depository shipments since May 1993. RPS unfortunately experienced a reduction in the percentage of on time deliveries during this past winter's particularly severe weather in many parts of the country. During this time, LPS received numerous complaints from librarians who received their packages late, damaged, or not at all.

In order to address some of your concerns, a meeting was held on April 8, 1994 between the Account Representative from RPS and the Chief, Depository Distribution Division. It was determined that the rough winter weather played a major role in the problems that many of you experienced.

In an effort to increase customer service and alleviate your problems and concerns, LPS and RPS would like to reemphasize the availability of a RPS customer representative for GPO. Her name is Jeanette Ayoob, and she can be reached at 1-800-762-3725.

In addition, effective May 1994, RPS will be serving an additional 92 zip codes not included in the current zip code delivery table. By adding these new zip codes RPS will be providing service to an additional 48 libraries. The new zip codes to be serviced will be announced in a future notice to depository libraries.

Finally, in order to obtain additional data on the overall service provided by RPS, a short questionnaire was distributed at the 1994 Federal Depository Conference. LPS will use the results to rate RPS' performance and to determine if they are providing adequate service to depositories.



Newsletters/Separates Survey Completed

The Library Programs Service has now elicited a determination from the issuing agencies whether the newsletters listed in Administrative Notes, v. 14, #10 (May 15, 1993) were within the scope of 44 USC 1902. 44 USC 1902 states:

Government publications, except those determined by their issuing components to be required for official use only or for strictly administrative or operational purposes which have no public interest or educational value and publications classified for reasons of national security, shall be made available to depository libraries ...

Letters were sent to the issuing agencies inquiring whether the newsletters meet the criteria established in 44 USC 1902. Most agencies agreed that the publications submitted for review should be discontinued as depository items as they did not meet the provision in 44 USC 1902. As a result of the survey, LPS will discontinue the distribution of most of the publications listed in Administrative Notes, v. 14, #10.

At the request of the agencies and the depository community, the following titles will continue to be included in the FDLP:

U.S. Geological Survey, Mineral Resources
Newsletter
(0621-E, I 19.115/3:)

FGD (Federal Geographic Data) Newsletter
(0621-E, I 19.115/4:)
(This publication is listed in the List of
Classes, but does not appear to ever have
been distributed. LPS has contacted the
agency to assure the agency's interest in
distributing this publication in the program.)

National Cartographic Information Center:
Newsletter
(0624-E, I 19.71:)

U.S. Consumer Product Safety Commission,
Press Releases
(1062-C-20, Y 3. C 76/3:7/)

U.S. Consumer Product Safety Commission,
Safety News
(1062-C-21, Y 3.C 76/3:11-4)

All separates listed in the Administrative Notes, v. 14, #10 will be discontinued with the following exceptions:

Survey of Current Business (separates)
(0228, C 59.11/A:)

FDA Consumer (separates)
(0475-H-01 HE 20.4010/A:)

Health Care Financing Review (separates)
(0512-A-10, HE 22.18/A:)

MMWR (Morbidity and Mortality Weekly
Report) Injury Prevention Reprints (annual)
(0508-A-03, HE 20.7009/4:);

Social Security Bulletin (separates)
(0523-A-03, HE 3.3/A:)

FBI Law Enforcement Bulletin Reprints
(separates) (0717-C-05, J 1.14/8:)

Monthly Labor Review (separates)
(0770, L 2.6/A:)

Occupational Outlook (separates)
(0770-A, L 2.70/4 A:)





United States Government Printing Office
Washington, DC 20402

OFFICE OF THE
SUPERINTENDENT OF DOCUMENTS

April 14, 1994

Dear Depository Librarian:

The U.S. Geological Survey has recently notified the Library Programs Service that the publication, **Selected Contributions to Ground-Water Hydrology by C.V. Theis, and Review of His Life and Work**, 1993, contained significant errors.

I am requesting that you immediately withdraw this publication from your depository collection and destroy it.

A revised edition will be issued by the agency in late April 1994. This new edition will be distributed to all selecting depository libraries.

Descriptive information on this work is as follows:

Title	SuDocs #	Shipping list #	Shipping list date	Item #
Selected Contributions to Ground-Water Hydrology by C.V. Theis, and Review of His Life and Work	I 19.13:2415	94-0001-P	1/3/94	0625

Both LPS and the U.S. Geological Survey regret any inconvenience resulting from the shipment of this publication.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Kelley".

WAYNE P. KELLEY
Superintendent of Documents

Claims Core List Open Season

The Library Programs Service (LPS) invites your nominations of specific titles to be added to the claims core list for fiscal year 1995, during an "open season" period which will last through May 31, 1994. The claims core list is still evolving and is enhanced periodically, based upon input from the depository library community. The most recent expansion of the list was announced in Administrative Notes, v. 14, # 20, dated September 30, 1993.

LPS will add to the claims core list those publications which are nominated by a significant number of librarians. Please limit your nominations to specific titles or item numbers. Non-specific suggestions, such as "All publications from Commerce," cannot be tallied.

Claims core list nominations should be sent to:

Gil Baldwin
U.S. Government Printing Office
Library Programs Service (Stop SL)
Washington, DC 20401

Fax: 202-512-1428
e-mail: manage@access.digex.net



Shipping Lists Not Currently Suitable for E-Mail Access

LPS recently received a suggestion to post the "Daily Depository Shipping List" to the listserv GOVDOC-L now that LPS has Internet connections. This suggestion echoes similar requests to post shipping list files on the Federal Bulletin Board (FBB), after the establishment of the board in 1991.

The very nature of the "Daily Depository Shipping List" unfortunately presents a fundamental obstacle to fulfilling these requests. Several different methods are used to create the different types of shipping lists issued by LPS. The various methods used to generate shipping lists were designed for only one purpose: the creation of the paper product known as the "Daily Depository Shipping List." No provision was made to provide publication data in any other format.

Additionally, the various types of shipping lists are generated in several different locations, under the administrative control of two separate LPS organizations. Microfiche shipments now constitute the majority of depository shipping lists, and these shipping lists are generated by the microfiche "Full Service" contractors.

A further problem is that Internet e mail, which is used by GOVDOC-L, is restricted to ASCII files unless special encoding is added. Since the shipping list information does not exist as "documents" that could be sent as e-mail, an elaborate conversion process would have to be performed to create them.

The amount of effort necessary to coordinate all of these various sources of data, and to convert, correct, modify and update the outgoing files, constitutes far more administrative and technical work than LPS is currently able to perform. LPS lacks the staff that would be required to process the data and upload the resulting files to Internet.

However, future plans for ACSIS (Acquisitions, Classification, and Shipment Information System) include the generation of shipping lists and shipping list data diskettes from ACSIS publication records. We expect to be able to offer this data to depositories when this stage of ACSIS development is complete. We do not expect this to be accomplished soon, however.

LPS is currently exploring the possibility of offering other useful LPS information data files to the depository community and other interested parties. The electronic version of the "List of Classes" is one proposed candidate for this offering, which could be available once arrangements are made to "host" these files through the use of Anonymous FTP sites on Internet and the Federal Bulletin Board file library.



Cataloging Branch Profiles

Managers Introduced: Downing, Gruhl, Jones

A series of brief sketches of the staff of the Library Programs Service Cataloging Branch begins in this issue, to introduce the people who create and manage the GPO cataloging records for U.S. government documents. The Cataloging Branch staff includes the Branch Chief, two section chiefs, two administrative librarians, two members of the Monthly Catalog editorial staff, and 18 catalogers. The series begins with profiles of the Branch Chief and Section Chiefs.

Thomas A. Downing, Chief, Cataloging Branch

Thomas A. (Tad) Downing began his duties as Chief, Cataloging Branch, in October, 1992. In 1969, he earned a Bachelor of Arts (Political Science) from Western Michigan University. During 1970 - 1972, he served in the United States Army as a Military Intelligence Officer (intelligence analyst). From 1973 to 1975, he was a Robert Popper Scholar and Jacob Ziskind Fellow of the Hebrew Union College in Cincinnati, Ohio. His Master of Arts degree from Hebrew Union College is in Hebrew Literature and Cognate Studies. In 1978, while working at the Goldfarb Library of Brandeis University, he earned a Master of Science degree (Library and Information Science) from Simmons College, Boston.

His professional experience includes work as a cataloger in Records Branch, Documents Sales Service; librarian, Defense Intelligence Agency; Chief, Bibliographic Control Section, Records Branch; and Chief, Records Branch (1982 - 1992). His work within Records Branch, recently re-designated Bibliographic Systems Branch, included publishing the GPO Sales Publications Reference File and management of Documents Sales Service automation projects.

Andrea Morris Gruhl, Chief, Section 1

Andrea Morris Gruhl became Chief of Section 1 of the Cataloging Branch in April, 1993. She had been a cataloger of government documents at GPO since November, 1986. She worked in foreign government document exchange acquisitions at the Library of Congress from 1982 through 1986. Formerly she was a reference librarian at McKeldin Library, University of Maryland, as well as at Prince George's County Public Library and Howard County Public Library, where she also served as the system's only cataloger. She has taught in three public school systems and for the Dept. of Defense in Heidelberg, Germany.

She earned a Master of Library Science degree from the University of Maryland in 1968 and was awarded Beta Phi Mu membership. She completed course work at Johns Hopkins University and the University of Maryland for a Master of Art History degree in 1973. Her baccalaureate degree was from Wesleyan College in Macon, Georgia, in 1961. Andrea has been very active in library circles, having served on numerous boards and committees, and she also participated in the White House Conferences on Library and Information Science.

Betty Jones, Chief, Section 2

Betty Jones, Chief of Section 2 of the Cataloging Branch since May 1991, has a B.A. in History from Winston-Salem State University. She did graduate work in Library Science at Catholic University and the U.S. Dept. of Agriculture Graduate School. She started her career in Library Science in 1973 as a library technician with the U.S. Dept. of the Interior Natural Resources Library. During her 15 years at the Natural Resources Library, she worked in Reference, Interlibrary Loan, Circulation, Acquisitions, Serials, and the Law Library. In 1982 she started work as a cataloger in the Cataloging Branch of the Natural Resources Branch.

Betty transferred to GPO in 1987 following the contracting out of the Natural Resources Library's operations due to OMB's Circular A-76. After three years as a monograph cataloger, she was promoted to the position of Supervisory Librarian.



[The following announcement was provided by the Data User Services Division, Bureau of the Census.]



6 Ways to Make Census Bureau Data Work for You!

1

Understanding Federal Statistics

The Census Bureau's longest running workshop, offering a comprehensive look at the range of data services from the Census Bureau and other key Federal agencies. **\$275.00**

Federal Statistics for PCs (New!)

Four days of hands-on training accessing Census Bureau and other Federal databases via personal computers. **\$275.00**

3

Census Bureau Data on CD-ROM

Access data on compact disc using Census Bureau and other software in a hands-on, case study workshop. **\$99.00**

EXTRACT Workshop (New!)

Extract data from the Economic Census discs for use in your favorite software applications. **\$99.00**

5

1990 Public Use Microdata Samples

Create customized cross-tabulations using special 1990 Census data. **\$99.00**

Estimating Small Area Populations

A two-day workshop on the various methods used for producing current population estimates for counties, cities, and smaller geographic areas. **\$275.00**

*Occasionally, low enrollment forces us to cancel courses. If this occurs we will notify you as soon as possible and refund the full course fee.

Schedule of Training Activities*

MAY

4	Census Bureau Data on CD-ROM	Dallas, TX
5	Census Bureau Data on CD-ROM	Dallas, TX
10	Public Use Microdata Samples	Dallas, TX
11	Public Use Microdata Samples	Dallas, TX
25	Census Bureau Data on CD-ROM	Detroit, MI
26	Census Bureau Data on CD-ROM	Detroit, MI

JUNE

2-3	Estimating Small Area Populations	Chapel Hill, NC
21	Census Bureau Data on CD-ROM	Troy, NY
22	EXTRACT Workshop	Troy, NY
27-30	Understanding Federal Statistics	Arlington, VA

AUGUST

22-25	Federal Statistics for PCs	Upper Marlboro, MD
-------	----------------------------	--------------------

SEPTEMBER

12	EXTRACT Workshop	Boston, MA
13	EXTRACT Workshop	Boston, MA

OCTOBER

3-6	Understanding Federal Statistics	Arlington, VA
18-19	Public Use Microdata Samples	Atlanta, GA

For more information on Census Bureau training activities, contact Dorothy Chin on 301/763-1510.

Training You Can Count On!

1994 1994 1994 1994 1994 1994

Recommendations For Improving The Item Selection Process

Prepared by the Library Programs Service Item Selection Study Group

Thomas A. Downing, Chief, Cataloging Branch (Group Leader)
Laurie B. Hall, Chief, Administration and Systems Control Section
Sheila McGarr, Chief, Depository Services
Ric G. Davis, Management Analyst

April 20, 1994

Background

This study was initiated in response to complaints from some depository librarians that the current practice of distributing materials under existing item number profiles has resulted, for some libraries, in the receipt of unwanted publications. Some depository librarians have expressed an interest in changing the current selection and distribution process to reduce the likelihood that they will receive extraneous publications under the items as selected.

According to LPS personnel, a 1985-86 survey of depository libraries on the top 50 problem items failed to reveal a consensus (see Attachment 1). As reported in Administrative Notes, v. 8, # 3 (1/87), of 270 respondents, 25 "said they had no problem items (some of these libraries were regionals). Many respondents listed fewer than the ten problem items requested on the survey form. If all 270 libraries had listed 10 problem items, there would have been 2700 'votes'; however, only 607 votes were cast." Many items were listed by only a handful of libraries. In a 1992 survey, only 106 libraries responded to LPS's call for problem item numbers (see Attachment 2).

The most frequent complaint on the earlier survey was on preprints being added to existing item numbers for serials, a procedure that is no longer utilized. Most of the problems were with publications of the Departments of Commerce, Interior, Labor, and Health and Human Services.

Findings

Investigation of these complaints indicates that a complete overhaul or conversion of the selection and distribution system is not required at this time. Changing to a class-based selection process would not significantly reduce the number of unwanted titles. The general response to the survey indicates that depositories do not perceive a widespread problem with item numbers; rather that the problems are limited to a few items. Management implementation of a number of quality control measures to improve internal operations should reduce distribution of unwanted titles.

Constraints

Currently, LPS is confronted by a number of constraints which preclude extensive modifications to existing operations. The Depository Distribution and Information System (DDIS), as well as the Lighted Bin System (LBS), are structured to distribute materials to depository libraries using an item number format. Extensive reengineering of these systems is not possible at this time, due to limited financial and personnel resources. Additionally, a number of our depositories use the Library of Congress or Dewey Decimal classification number, not the SuDocs class number, for information retrieval in their libraries.

Identification of Problems

The following five problem areas have been identified by LPS personnel and various depository libraries:

- 1) Shipment of materials under item numbers that are unrelated to other materials within the item numbers;
- 2) Delays in establishing item numbers for materials with new SuDocs stems;
- 3) Failure to clean up item number groupings after distribution of these groupings has been accomplished;
- 4) Delays in establishing new SuDocs classification numbers for microfiche and some other materials;
- 5) Inadequate number of "generic" item numbers that could be applied to materials for which no class and item count has been established before we ride the requisition.

Recommendations

Although some of these problems are more significant than others, they appear in varying degrees to be interrelated. Some modifications, detailed below, are required for improved service. Each of these could be solved by management initiatives.

- 1) **As appropriate, refine current SuDocs class and item numbers to assure their specificity.**

A thorough review of current item number groups should be undertaken to assure that item numbers include only materials that are very closely related to each other. Materials that are unrelated to the materials represented by an item number should be assigned to an appropriate item number or, if none is available, a new item number should be established and the material assigned to it.

2) More rapidly establish new classes and item numbers than is currently achieved.

Currently, most publications distributed in paper are assigned a new class number within 24 hours of receipt. We should establish this objective for materials distributed in microfiche and work to achieve this goal. With some exceptions, each new class number should have a unique item number assigned to it (see recommendation 4). When unclassified materials are ordered, counts will continue to be based upon the item number that appears to represent materials that most closely correspond to the unclassified materials.

After initial distribution has occurred and a new class and item number have been established, depositories should be notified of the class and item number so that they have an opportunity to deselect this item number prior to subsequent distribution. Although these actions will not eliminate unwanted materials that were unclassified at the time we rode the requisition, they should reduce the probability that libraries will receive unwanted materials during subsequent distribution.

3) Expand and improve use of generic item numbers.

More than fifteen hundred publications enter the program each year for classification that LPS is unable to quickly classify. Time-lags prevent an exact correspondence between classification of all titles and discernment of interest from the depository community in particular publications. To address this problem and still maintain current service to depositories, LPS must improve its use of generic item numbers. There has been a problem in the past with the misapplication of generic item numbers, when new item numbers should have been created.

Generic item numbers could be expanded for such materials as CDs, floppy disks, maps, decals, forms, posters, etc., for each agency. Separate items may be established for foreign languages. Additionally, a separate item number is being established for Braille versions of documents. In the past, LPS assigned the word Braille at the end of a classification number and placed the publication alongside other editions. Braille versions will now be considered a separate format for classification purposes. Although information captured within these basic formats may be of interest to some people, librarians may wish to exclude such materials from their collections. Unique item numbers will be established for Braille formats of titles, allowing those libraries the option of selecting Braille versions only.

If materials such as those described above are represented by item numbers, libraries that do not select such items will not receive them. Although information may be incomplete at the time we must ride orders, it is possible that the GPO Form 3868 may include such categories of information as listed above. Thus, it is possible that the use of an increased number of generic item numbers would reduce the number of unwanted materials now received by depositories.

- 4) **Establish additional item numbers to achieve a near one-to-one correspondence between item numbers and SuDocs class numbers.**

LPS currently has 6,877 active item numbers that represent 10,462 associated class stems. On a gradual basis, with some exceptions, additional item numbers should be established to provide a 1:1 correspondence with class numbers (see Attachment 3). Except for unclassified materials, this action should provide depository librarians with the maximum number of options for selection. They should, however, continue to select by item number. We should eliminate our practice of grouping disparate titles within one item number and should improve preciseness of and increase the options for selection.

Proposals

Implementation of our recommendations requires that the position of Chief, Depository Administration Branch, be filled as soon as possible. *[See announcement, p. 2.]* When appointed, this person should be asked to accomplish the following tasks:

- 1) Assessing current policies and procedures associated with establishing and assigning class and item numbers, and formulating policies and procedures to improve the operations of the branch, including those associated with the application of current class and item numbers and the establishment of new ones.
- 2) Assessing the training needs of personnel and organizing and/or providing necessary training.
- 3) Reviewing current position descriptions and performance plans to assure that they are relevant to current operations.
- 4) Determining the personnel resources required to improve operations. This should include whether a librarian needs to be appointed to work as the classification and item number authority for branch operations.
- 5) Determining, with some exceptions, how a 1:1 correspondence between class numbers and item numbers could best be achieved.
- 6) As often as necessary, informing depositories of new item numbers, their classes, or their old and new classes. This information is essential for those libraries that order records by item numbers from commercial vendors.
- 7) Investigating methods for conducting more frequent item number surveys and establishing policies and procedures for such surveys.
- 8) Consulting with members of the Publications Selections Work Group to obtain their advice with regard to establishing additional "generic" item numbers and to solving specific classification and item number problems. Once LPS is on Internet *[see announcement, Administrative Notes, v. 15, #5 (4/15/94)]*, consultations can

be broadened to include more members of the depository community.

Costs/Benefits

A precise costs/benefits analysis must be deferred until the recently appointed Chief of the Depository Administration Branch can consider recommendations in light of available and required resources. Given that the proposals recommend resolving complex classification issues, considerations should be given as to whether implementation of this report's recommendations will require the full-time or part-time services of a librarian. Assuming that a full-time PG-11 would be employed to augment current services, costs would be approximately \$35,000 per annum for a step 1 employee.

Benefits are difficult to quantify. At a minimum, however, benefits should include an increase in the options for selecting materials through improvements in item groupings and refinement of item numbers, a reduction in classification problems, distribution that corresponds more closely to the interests of librarians, and an unknown reduction in printing and binding costs.

ATTACHMENT 1

[From Administrative Notes, v. 8, # 3 (1/87)]

Top 50 Problem Item Numbers

Item	# Occurences	Item	# Occurrences
1) 0639	55	26) 0636	9
2) 0475-H	34	27) 0957	8
3) 0080-G	26	28) 0146-B	7
4) 0648	24	29) 0154	7
5) 0717-C-05	24	30) 0431-I-66	7
6) 0768-A-01	24	31) 0512-A-25	7
7) 0503-E	23	32) 0610-A	7
8) 0768-B-01 thru 0768-B-52	21	33) 0863	7
9) 0831-B-01	19	34) 0964-B	7
10) 0651	18	35) 1091-A	7
11) 0839-A-05	18	36) 0323	6
12) 0851-J-03	18	37) 0084	5
13) 0148-A	16	38) 0260	5
14) 0508-A	16	39) 0306	5
15) 0649	14	40) 0359-C	5
16) 0717-A	13	41) 0455-B-02	5
17) 0831-B-02	13	42) 0512-A-10	5
18) 0516-C	12	43) 0582-E	5
19) 0523	12	44) 0770-A	5
20) 0851-J	12	45) 0968-H-06	5
21) 0717	10	46) 0952-D-03	5
22) 0770	10	47) 0982-G-02	5
23) 0823	10	48) 1089	5
24) 0138	9	49) 0142-C-01	5
25) 0156-B-01 thru 0156-B-52	9	50) 0983	3

ATTACHMENT 2

[From Administrative Notes, v. 14, # 5 (2/28/93)]

Problem Item Number Survey Results

The Library Programs Service (LPS) requested the assistance of the depository community in identifying the most problematical item numbers in a survey published in Administrative Notes, v. 13, #21 (10/31/92). In January 1993, the survey also appeared on the electronic listserve GOVDOC-L.

By February 1, 106 depository libraries (7.5% of the total number) responded to the problem item number survey. The top 30 most troublesome item numbers identified by these libraries are listed below. LPS staff will investigate these item numbers and split them wherever appropriate.

Item #	# Votes	Item #	# Votes	Item #	# Votes
0508-E	14	0431-A-17	8	0863	7
0429-J-01	13	0582-E	8	0084	6
1089-K	13	0624-B	8	0141-A	6
0314-A	10	0823	8	0431-I-07	6
0500-E	10	0968-H-13	8	0507-G-02	6
0769-P	10	0078-A	7	0508-G	6
0831-B-01	10	0080-F	7	0546-D	6
0080-G	9	0445-A	7	0771-B	6
0768-F	9	0455-G-11	7	0956	6
0146-E	8	0610-A	7	0956-J	6
0344-G	8	0831-B-02	7		

ATTACHMENT 3

Study of List of Classes File from DDIS

October 1993 Data

The *List of Classes* publication contains entries for each established classification number, publication title and item number assignment in active use by Library Programs Service. Some few publications are not specifically represented by entries because they are included in general coverage and "catch all" entries. There may also be a few publication entries duplicated after their transfer to other agencies and there may be some that are inactive or discontinued, but have not been removed from the listing.

There are a total of 10,462 entries of established classification number stems in the *List of Classes*.

There are 6877 unique item numbers in use, to represent these 10,462 class stem entries.

I broke the entries into two groups: 6877 that use the unique item numbers first and 3585 entries that share item numbers with the first group

5617 unique class number stems are used to represent the 6877 publication records with unique item numbers.

3013 unique class number stems are used to represent the 3585 entries that share item numbers.

There are 1760 item numbers that are shared between these groups, therefore the 1760 is the number of item numbers with more than one class entry assigned to them.

An examination of the entire group of 10,462 item numbers indicated that there are 8614 unique class stems used to cover these entries.

So, in order to have unique class stems for all entries, 1848 additional class stems would need to be created.

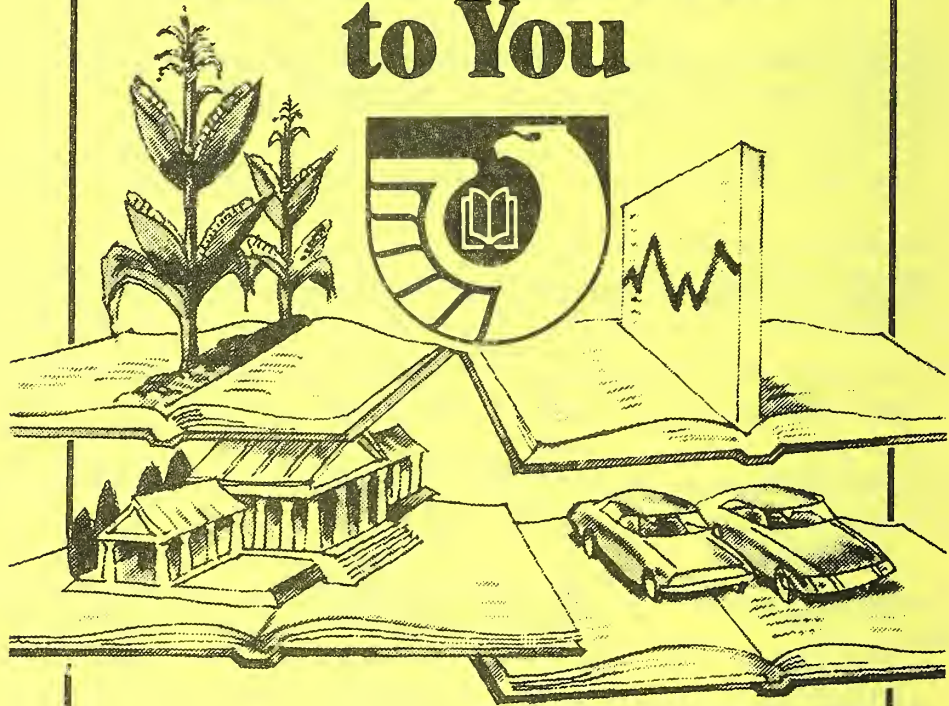
In order to have unique item numbers for each class stem created from the above process, 3585 additional item numbers would have to be created.

In addition, there are 742 class stem entries which are assigned to *Handbooks, Manuals and Guides* and *General Publications*. These are catch-all categories which cover publications not specifically given their own item number or classification number. These 742 stems represent an unknown number of publications.

JOHN M. WALTERS



Bringing Government Information to You



Information from the Federal Government, on subjects ranging from agriculture to zoology, is available at more than 1,380 Depository libraries throughout the United States.

These libraries allow you free access to thousands of publications issued by your Government and connect you to a variety of information resources to help answer your questions.

To locate the Depository Library in your area, contact your local library or write to the Federal Depository Library Program, Office of the Public Printer, Washington, DC 20401.

Federal Depository Library Program

This program is supported by The Advertising Council and is a public service of this publication.

LPS Operations Staff

And How to Reach Them by Phone, Fax, and E-Mail

Distribution
Shipments

Carl Redd

voice: 202-512-1014
fax: 202-512-1432
e-mail: lpemail@access.digex.net

Claims

Colleen Davis

voice: 202-512-1007
fax: 202-512-1429 (FOR ACTUAL CLAIMS ONLY)
fax: 202-512-1432 (for other messages)
e-mail: lpemail@access.digex.net

Item selections
Surveys

Robin Haun-Mohamed

voice: 202-512-1071
fax: 202-512-1432
e-mail: acqclass@access.digex.net

Acquisitions
Classification

Earl Lewter

voice: 202-512-1063
fax: 202-512-1636 (FOR INQUIRY FORMS ONLY)
fax: 202-512-1432 (for other messages)
e-mail: acqclass@access.digex.net

Paper shipping lists
Acquisitions
Classification

Mike Clark

voice: 202-512-1082
fax: 202-512-1432
e-mail: acqclass@access.digex.net

Microfiche
MF shipping lists

Stevie Gray

voice: 202-512-1060
fax: 202-512-1636 (FOR INQUIRY FORMS ONLY)
fax: 202-512-1432 (for other messages)
e-mail: lpemail@access.digex.net

Inspections
Depository
responsibilities
Conferences

Sheila McGarr

voice: 202-512-1119
fax: 202-512-1432
e-mail: inspect@access.digex.net

Cataloging

Thomas Downing

voice: 202-512-1121
fax: 202-512-1432
e-mail: manage@access.digex.net

Table of Contents

1994 Annual Selection Update Mailed	1
Depository Administration Branch Chief Appointed: Haun-Mohamed	2
Roadway Package System Service Representative Available	2
Newsletters/Separates Survey Completed	3
SuDocs Letter: Destroy USGS Document	5
Claims Core List Open Season	6
Shipping Lists Not Currently Suitable for E-Mail Access	6
Cataloging Branch Profiles; Managers Introduced: Downing, Gruhl, Jones .	7
6 Ways To Make Census Bureau Data Work for You!	9
Recommendations For Improving the Item Selection Process	10
LPS Operations Staff	19

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is published on the 15th day of each month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
U.S. Government Printing Office
Library Programs Service, SLL
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 512-1130